



*Criminal Justice -
Law Enforcement
Orientation*

2007-2008



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WELCOME

Welcome to Mid-State Technical College and the Criminal Justice – Law Enforcement Associate Degree program! You are about to begin a very exciting and challenging program. This program prepares you for entry-level Law Enforcement careers. Law Enforcement employment prospects are varied and steady. There are many employment choices for well-educated and well-trained individuals.

Success comes with hard work and dedication. The academic challenges that await you are rigorous. A student should be determined and dedicated to reaching their career goals. This new adventure provides you with a fresh opportunity for personal and career-oriented growth. The law enforcement occupation requires practitioners to have strong writing skills and dynamic interpersonal skills. Students will develop, refresh and refine those skills through interaction in and outside of the classroom. With commitment on your part you will find your education very enjoyable and rewarding. In return you can expect our complete commitment to you and your education. We want the best for you! If there is anything the staff or I can do to help achieve your success--please let us know.

From this day forward, you will always be a part of Mid-State Technical College. Be proud of what you do, be proud of your school and enjoy this time of personal growth.

Welcome! The challenge awaits you.

Clark D. Pagel
Associate Dean



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IS LAW ENFORCEMENT A CAREER FOR YOU?

*Do **you** have what it takes for a career in Law Enforcement?*

Consider the following educational and occupational requirements and expectations before you commit your time and money into a program, which might not be suitable for you. Mid-State Technical College is looking for students who are prepared to meet the academic rigors of the Law Enforcement program and who know the time and effort it takes to be successful in the classroom. We are also looking for students who have made wise decisions in their life experiences and who have not had to suffer the consequences of poor decision making. Consider the following **before** making a **commitment** to this program and occupation.

- No criminal felony convictions.
- Clear criminal history.
- No domestic violence convictions.
- No misdemeanor convictions.
- Valid driver's license.
- No serious driving violations.
- Physically fit.
- No history of emotional problems.
- Good verbal communications skills.
- Good written communications skills.
- Ability to work through conflict rationally and calmly.
- No biases toward other genders, races, nationalities or religions.
- No use of illegal narcotics.
- No sexual orientation biases.

This list might include items that are not requirements of the occupation; however, they are very serious considerations for employability.



PROGRAM CONSIDERATIONS

- Letter grade in the C range for all core courses
- Good writing skills – the program is writing intensive
- No unexcused absences
- No tardiness
- Good study habits

Before you make a COMMITMENT to this program... ask yourself if you currently possess the good study habits and skills necessary to be a successful student in the Law Enforcement program.

Entry Level Requirements

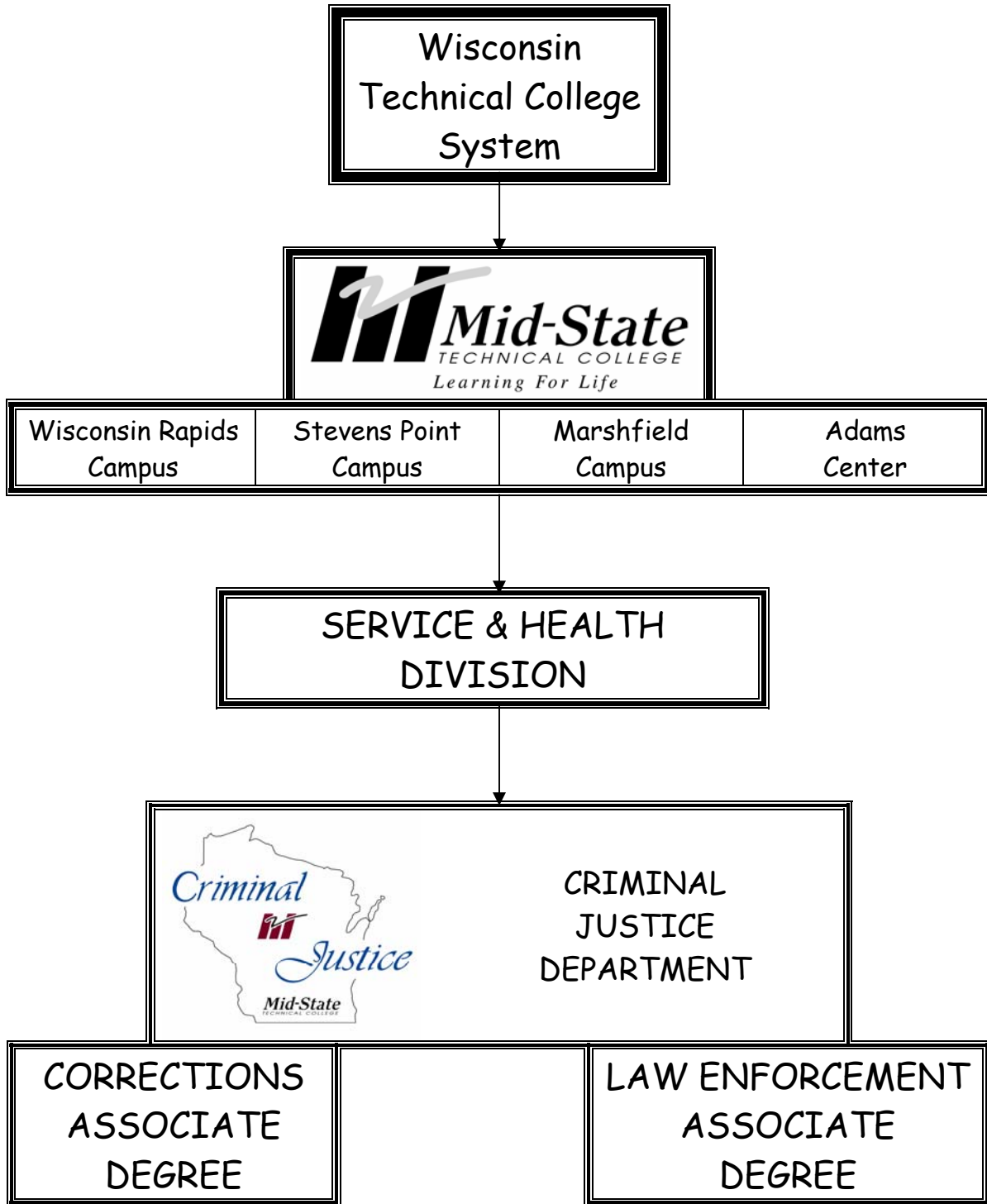
Mid-State Technical College's has identified entry-level requirements for all its associate degree programs. Requirements for the Criminal Justice-Law Enforcement program are:
Reading – 79 Accuplacer score or equivalent
Language – 85 Accuplacer score or equivalent
Math – 64 Accuplacer score or equivalent
If a student does not meet the required scores in these academic areas, they must complete the identified structured remediation course(s) in the Academic Support Center.

Note: A person with a felony conviction cannot become a law enforcement officer without a Governor's pardon. A person with a domestic violence conviction cannot possess a firearm which will prevent them from meeting the requirements to become a law enforcement officer. A lengthy criminal history may hinder opportunities for employment.

Advanced Standing

MSTC's Advanced Standing enables students to receive credit for their knowledge and skills gained from a variety of sources. Advanced standing credits may include: transfer of credits from approved, post-secondary institutions; credit by examination; high school, military or occupational experiences/training or from prerequisite courses upon successful completion of advanced level courses. If you wish to pursue advanced standing, contact the Student Affairs Office. Your request will be forwarded to the Division Dean for evaluation. You will receive written notification whether or not you received the Advanced Standing. Students are encouraged to discuss their pursuit of advanced standing with their program advisor, associate dean, or dean.

TECHNICAL COLLEGE SYSTEM HIERARCHY



VISION AND MISSION STATEMENTS

MSTC VISION STATEMENT

MSTC is recognized as an educational leader and viewed as an essential technical resource by its communities.

MSTC MISSION STATEMENT

Mid-State Technical College serves its communities by providing lifelong learning opportunities, which enhance the personal and economic well being of individuals and businesses.

PROGRAM MISSION STATEMENT

The Mid-State Technical College Criminal Justice – Law Enforcement program serves its communities by providing education, training, and retraining in the field of policing. The program is designed to enhance opportunities to secure employment, ensure that the labor force skills remain abreast of rapidly changing advancements and encourage the pursuit of further education.



LAW ENFORCEMENT CURRICULUM

FIRST SEMESTER

504-104	Introduction to the Criminal Justice System	3
504-113	Criminal Law	3
504-160	Professional Communications	3
504-151	Tactical Application of Skills and Knowledge-Beginning	2
801-195	Written Communication	3
809-172	Race, Ethnic, and Diversity Studies	3
	Total credits	17

SECOND SEMESTER

504-108	Introduction to Investigation Support Services	3
504-121	Traffic Theory	3
504-135	Juvenile Law	3
504-140	Report Writing *	3
504-152	Tactical Application of Skills and Knowledge-Intermediate	2
801-198	Speech	3
	Total credits	17

THIRD SEMESTER

504-123	Criminal Investigation Theory	3
504-125	Patrol Procedures	2
504-153	Tactical Application of Skills and Knowledge-Advanced	2
504-110	CJ Service Readiness	2
504-129	Community Policing Strategies	3
809-144	Macroeconomics	3
809-196	Introduction to Sociology	3
	Total credits	18

FOURTH SEMESTER

504-117	Constitutional Law	3
504-130	Traffic Theory II *	3
504-154	Tactical Application of Skills and Knowledge-Capstone	2
804-106	Introduction to College Mathematics	3
809-198	Introduction to Psychology	3
	Elective	2
	Total credits	16
	Basic first aid	24 hours

Total program credits required for graduation 68

All 504 courses need to be completed with a C grade or better for certification track. Prerequisites MUST be successfully completed prior to advancing to the subsequent course.

* = Prerequisite required



PROGRAM OUTCOMES

1. Investigate, evaluate and process traffic law violations and crash scenes.
2. Analyze principles of arrest, search and seizure to formulate and execute appropriate legal action.
3. Apply community-law enforcement principles to foster problem-solving processes and improve community relations.
4. Investigate, evaluate and process violations of criminal and civil law.
5. Communicate effectively, both orally and in writing, in all aspects of the law enforcement function.
6. Demonstrate appropriate patrol response(s) to situations that require law enforcement intervention.
7. Demonstrate the proper use of the force option continuum to ensure the safety and security of officers, suspects, and the community.



MSTC Core Abilities

1. **Act with Integrity** – Applies a collection of commonly accepted ethical standards for appropriate conduct in professional areas.
2. **Apply technology to Specific Occupational Tasks** – Recognizes the impact of technology and understands appropriate uses of technology.
3. **Assure Quality** – Demonstrates a desire to produce the best possible product, process, and performance to meet a need.
4. **Communicate Clearly** – Applies appropriate writing, speaking, and listening skills in order to precisely convey information, ideas, and opinions.
5. **Demonstrates effective critical and creative thinking** – applies the principles and strategies of purposeful, active, organized thinking.
6. **Demonstrate Global awareness** – Demonstrates awareness and a sensitivity to the impact that activities in one part of the world have on the rest of the world.
7. **Learn Effectively** – Demonstrates ability to assess what needs to be learned, apply learning techniques, and use new learning on the job.
8. **Manage Self Responsibly** – Demonstrates self-sufficiency and responsibility for effectiveness on personal and occupational life.
9. **Work Cooperatively** – Demonstrates the ability to work with others to complete a task, solve problems, and offer support.



CERTIFICATION TRACK

WHAT IS IT?

To become a law enforcement officer in the State of Wisconsin you must receive certification from the Wisconsin Department of Justice. By statute, the Law Enforcement Standards Board establishes minimum curriculum requirements for preparatory courses. The certification and current standards are as follows:

Law enforcement academy = 520 hours

There are three ways in which to receive certification.

1. The first way is to be hired by an agency as an employee. The agency then sends you to a recruit academy to obtain certification.

Note: for law enforcement positions, many agencies are requiring applicants obtain their certifiable status prior to applying for the position.

2. The second way is to attend a recruit academy as “Civilian Status”. To enter a recruit academy as a civilian, a candidate must have a minimum of sixty college credits and successfully complete an entrance interview, submit to a criminal background check, have a valid driver’s license, physician’s verification of physical fitness, and complete and sign a release of information authorization.

3. The third way is to successfully complete a Law Enforcement program, which has been approved for “Advanced Standing”. This means that the school has been approved to include certification requirements into the Associate degree curriculum. At Mid-State Technical College, the Law Enforcement associate degree program incorporates the **majority** of the Law Enforcement certification requirements. The requirements, which are not met in the Law Enforcement associate degree, are offered to qualified candidates in a course called “Mini Recruit Academy”. To be qualified for the Mini Recruit academy the students must meet the following conditions:



CERTIFICATION TRACK, WHAT IS IT?- CONTINUED

1. Successfully complete the Law Enforcement associate degree
2. Successfully complete the certification track requirements within the Law Enforcement associate degree. They include:
 - a. C grade or better in each of the core courses. (maximum of two attempts per course)
 - b. Meet the program attendance requirements.
 - c. Submit to a criminal background check - no felony felony convictions or domestic violence record.
 - d. Have a valid driver's license.
 - e. Meet physical fitness requirements
 - f. Complete and sign a release of information authorization.
 - f. Successfully participate in a law enforcement team interview.

The certification consists of training in Defensive and Arrest Tactics, Firearms, Emergency Vehicle Operation and Control, Vehicle Contacts, and Standardized Field Sobriety Testing. The training is conducted during the summer following the first year of the program.

VERY IMPORTANT - upon successful completion of the Associate degree and the certification track requirements, the student has earned Department of Justice "**Certifiable**" status. Full-certified status is not obtained until law enforcement employment is achieved. Certifiable status is **valid** for **two years** from the completion of the certification requirements.



Functional Ability Categories and Representative Activities/Attributes for the Criminal Justice – Law Enforcement Program

Gross Motor Skills:

Move within confined spaces.
Maintain balance in multiple positions.
Reach above shoulders.
Reach below waist.
Reach out front.
Climb.
Balance.
Stooping.
Kneeling.
Crouching.
Crawling.

Fine Motor Skills:

Pick up objects with hands.
Grasp small objects with hands.
Write with pen or pencil.
Key/type.
Pinch/pick or otherwise work with fingers.
Twist.
Squeeze with finger.

Physical Endurance:

Stand for long periods of time.
Sustain repetitive movements.
Maintain physical tolerance.
Running, maneuvering, navigating, or driving vehicles or mechanized equipment.

Physical Strength:

The ability to carry, lift or drag a human body.
Carry equipment/supplies.
Use upper body strength.
Squeeze with hands.
Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as



climbing, lifting, balancing, walking, stooping, and handling of materials.

Be free from any impediment of the senses, physically sound and in possession of extremities.

The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.

Mobility:

Twist.
Bend.
Stoop/squat.
Move quickly.
Climb stairs.
Walk.

Hearing:

Hear normal speaking-level sounds.
Hear faint voices.
Hear faint body sounds.
Hear in situations when not able to see lips.
Hear auditory alarms.
The ability to listen to and understand information and ideas presented through spoken words and sentences.

Visual:

See objects up to 20 inches away.
See objects up to 20 feet away.
Use depth perception.
Use peripheral vision.
Distinguish color and color intensity
The ability to see details at a distance.
Possess normal color vision.
Possess 20/20 corrected vision in each eye.
Possess normal visual functions in each eye. Includes peripheral vision, depth perception, etc.

Tactile:

Feel vibrations.
Feel differences in sizes, shapes
Detect environmental temperature.



The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears. The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

- Smell:** Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells).
- Environment:** Tolerate exposure to allergens (e.g., latex gloves, chemical substances).
Tolerate strong odors.
Exposure to weather.
- Reading:** Read and understand written documents (e.g., flow sheets, charts, graphs, statutes).
Read digital displays.
The ability to read and understand information and ideas presented in writing.
- Math:** Comprehend and interpret graphic trends.
Calibrate equipment.
Tell time.
Measure time.
Read and interpret measurement marks.
Add, subtract, multiply, and/or divide whole numbers.
Compute fractions and decimals.
Document numbers in records .
- Emotional Stability:** Establish professional relationships.
Provide client with emotional support.
Adapt to changing environment/stress.
Deal with the unexpected.
Focus attention on task.
Cope with own emotions.
Perform multiple responsibilities concurrently.
Cope with strong emotions in others.
Exhibit a history and characteristics of honesty, reliability, ability to



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manage personal finances, interpersonal skill, and integrity.
History of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring process.

Be free from mental or emotional instabilities that may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.
Capacity to remain calm during stressful situations.

**Analytical
Thinking:**

Transfer knowledge from one situation to another.
Process and interpret information from multiple sources
Analyze and interpret abstract and concrete data
Evaluate outcomes.
Problem solve.
Prioritize tasks.
Use long-term memory.
Use short-term memory.
The ability to listen to and understand information and ideas presented through spoken words and sentences.
The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Considering the relative costs and benefits of potential actions to choose the most appropriate one under stressful conditions.
Understanding the implications of new information for both current and future problem-solving and decision-making.

**Critical
Thinking:**

Identify cause-effect relationships.
Plan/control activities for others.
Synthesize knowledge and skills.
Sequence information.
Make decisions independently.
Adapt decisions based on new information.
The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.



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Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
Adjusting actions in relation to others' actions.

Interpersonal Skills:

Establish rapport with individuals, families, and groups.
Respect/value cultural differences in others.
Respect for opposite gender.
Tolerant of alternative life styles.
Negotiate interpersonal conflict.
Providing personal assistance, medical attention, emotional support, or other personal care to others.
Developing constructive and cooperative working relationships with others, and maintaining them over time.
Being aware of others' reactions and understanding why they react as they do.
Actively looking for ways to help people.
Remain calm when verbally challenged.

Communication Skills:

Influence people.
Direct/manage/delegate activities of others.
Speak English.
Write English.
The ability to speak clearly so others can understand you.
Listen/comprehend spoken/written word.
Collaborate with others.
Manage information
The ability to communicate information and ideas in speaking so others will understand.
The ability to communicate information and ideas in writing so others will understand.
Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources.
Talking to others to convey information effectively.
Able to use active listening.



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Specific Job Tasks:

Patrols specific area on foot, horseback, or motorized conveyance.

Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.

Arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance.

Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.

Directs traffic flow and reroutes traffic in case of emergencies.

Reviews facts to determine if criminal act or statute violation is involved.

Evaluates complaint and emergency-request information to determine response requirements.

Investigates traffic accidents and other accidents to determine causes and to determine if crime has been committed.

Provides road information to assist motorists.

Relays complaint and emergency-request information to appropriate agency dispatcher.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.



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Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined area; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Conduct visual and audio surveillance for extended periods of time.

Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.

Effectively communicate with people, including juveniles and senior citizens, by giving information and directions, mediating disputes and advising of rights and processes.

Demonstrate communication skills in court and other formal settings. Must be able to convey cogent facts and details and appropriately handle scrutiny and confrontation.

Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.

Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

Put on and operate a gas mask in situations where chemical munitions are being deployed.



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Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Perform ALL of the above essential job functions of a law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Confirmed – April 8, 2004 CJLE Advisory Committee



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GENERAL PROGRAM POLICY

PROGRAM GRADE POLICY: Program students are required to earn a letter grade of “C” or better for each Criminal Justice (Corrections or Law Enforcement)

core course in order to retain eligibility for the certification track. Students who do not achieve a numerical average of at least 70% must repeat the course and achieve the minimum grade requirement to retain certification track eligibility. All students must receive a grade above an “F” in order to graduate with an associate degree in Criminal Justice (Corrections or Law Enforcement). No courses may be taken more than two times to retain eligibility for certification track.

GRADE: Your grade will be based on a cumulative percentage as follows:

A	=	94 – 100%	C	=	74 – 76%
A-	=	90 – 93%	C-	=	70 -73%
B+	=	87 – 89%	D+	=	67 - 69%
B	=	84 – 86%	D	=	64 - 66%
B-	=	80 – 83%	D-	=	60 - 63%
C+	=	77 – 79%	F	=	Below 60%

NOTE: It is the student's responsibility to maintain a record of all graded assignments and to periodically compute his/her grade. Students are encouraged to contact their instructor(s) if they drop below 70% in a course or courses in order to determine appropriate redemption that could improve their success in the course.

SPECIAL NEEDS -- If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC’s goal to assist you in your individual educational plan.



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GENERAL PROGRAM POLICY-CONTINUED

The following resources are available to you if you are experiencing difficulty achieving course performance standards:

* ASC (Academic Support Center);

- * Academic tutor;
- * Peer study groups;
- * Academic counseling.

ATTENDANCE POLICY:

I. POLICY PURPOSE: The purpose of this policy is to ensure that the students comply with course requirements and the expectation is that students attend all scheduled class periods. Students are expected to demonstrate commitment to the learning process and accept responsibility for failure and/or inability to meet some or all course expectations. This policy attempts to treat all students fairly while simultaneously holding them accountable for their actions and/or lack thereof.

II. ATTENDANCE: Students may not miss more than 10 percent of the scheduled classes in order to retain eligibility for the certification track. Students with absences in excess of 10 percent must secure advanced approval from the course instructor and/or department Associate Dean to retain that eligibility. It is the student's responsibility to maintain his/her own attendance record. A maximum of six (6) hours of absence is allowed if the course is offered in a three-hour block.

III. UNEXCUSED ABSENCES: Absence from class will be unexcused if the student does not seek and/or gain permission for the absence. The request for absence must be made prior to the absence in person or through a voice mail message to the course instructor or Associate Dean. The unexcused absence will result in the loss of hours required for the certification track. Any graded learning activities; quizzes or tests administered during the unexcused absence will result in zero points. The consequences of an unexcused absence may be waived if the instructor or Associate Dean determines that the reason for missing the activity involves a case of **extreme** hardship.



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GENERAL PROGRAM POLICY-CONTINUED

IV. EXCUSED ABSENCES: Absences must be reported **in advance** to the instructor and will be excused if the instructor deems that the absence

was due to an unavoidable emergency. Examples of excused absences are funerals, court obligations, and serious illness.

V. LEARNING ACTIVITIES AND EXCUSED ABSENCES: If a graded learning activity is due on the date of the excused absence the work must be turned into the instructor (through e-mail or fax) on or before the date it is due. Learning activities turned into the course instructor after the due date will receive reduced credit at a rate of 10% each day the activity is late.

VI. MISSED TESTS/QUIZZES DUE TO EXCUSED ABSENCE: Tests and quizzes can only be made up if the instructor or Associate Dean has granted an excused absence. The test or quiz **MUST** be taken on the first day the student returns to school for **ANY** class. It is the student's responsibility to contact the instructor to make up tests and quizzes that are missed due to an excused absence.

In cases where the student is aware in advance of an absence on the date of the test or quiz, the student **WILL** take the test or quiz **PRIOR** to that date. If the instructor agrees that this is not practical or possible, the test or quiz policy must be made up on the **FIRST** day the students returns to ANY MSTC class.

VII. TARDINESS: Attendance will be taken at the beginning of the class period. Students who are not present when attendance is taken will be marked absent for the entire class period. Exceptions may be considered for reasonable cause when approved by the instructor. If the class extends beyond one hour, the tardy student will only be marked absent for the first hour. Students who return late from breaks are also subject to this policy and will be marked absent for the entire hour if he/she returns late from a mid-class break.



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GENERAL PROGRAM POLICY-CONTINUED

MISCELANEOUS POLICIES AND INFORMATION:

- Computers and typewriters are located in the ASC (Academic Support Center), the library and computer labs in the A-building, subject to their availability.
- The schedule and grading assignments are subject to change depending upon the progress of the class.
- Scantron exams are machine scored. Make all erasures complete. Credit will **NOT** be given for incorrect machine scoring due to incomplete erasures.
- All written assignments completed outside the class must be typed and in the following standardized format:
 1. Double spaced;
 2. Font size no larger than 12; and
 3. All margins must be 1 inch.
- Students who are absent from class must arrange to receive notes, assignments and missed materials from another student. Any questions regarding the notes, assignments and missed materials that cannot be answered by a student shall be directed to the respective instructor.
- All graded learning activities must be turned into the course instructor at the beginning of the course in which they are due. Any graded learning activities turned in after that time will result in **zero** points.
- Students should be familiar with Mid-State Technical College policies and procedures that are identified in the MSTC student handbook.
- If there is anything the MSTC staff can do to enhance your learning experience please let us know.



GENERAL PROGRAM POLICY-CONTINUED

ACADEMIC DISHONESTY: Academic dishonesty will NOT be tolerated. Any student found to be involved in any verifiable incident of academic dishonesty (copying, cheating, plagiarizing, etc.) will receive a grade of “F” for the class and will result in immediate suspension from the program.

DISMISSAL/SUSPENSION – Program courses are designed to be conducted informally and in a relaxed, learning environment. The MSTC Student handbook states, in part, that “if there is reasonable cause to believe a student has pursued a course of conduct requiring suspension or dismissal the student may be suspended or dismissed by the class instructor or Division Dean.” A student may be withdrawn from a course or program under any of the following circumstances:

- failure to succeed or to progress in a course or program;
- excessive or continuous absences;
- disciplinary reasons;
- past-due financial obligations; and/or
- failure or refusal to obtain professional help and/or to accept professional advice.

COMMITMENT... COMMITMENT...COMMITMENT – You **should** expect 100% commitment from the Criminal Justice – Law Enforcement program and you **will** receive it. We in turn expect 100% commitment from you. You need to be prepared to be a diligent, hardworking, caring, and conscientious student who will accept nothing but the best of themselves and for themselves.



**CORRECTIONS/LAW ENFORCEMENT
PRESCRIBED STUDENT SUCCESS PROCESS**

When a program student experiences difficulty with fulfilling course/program requirements, those difficulties will prohibit the student from successfully completing the requirements for their degree and will be detrimental to their career goals. The corrections and law enforcement staff want to assist the student and help them to become successful and meet their goals. Therefore, we have prescribed a process to initiate the requirements needed for success. A student does not need to wait to follow this process if they have recognized some difficulty(ies). The process is identified through the following steps.

1. Students who experience difficulties in or outside the classroom can contact their instructor. The instructor will work with the student to develop a plan to help the student.
2. If a faculty member recognizes a student is experiencing or engaging in activities which will be detrimental to success, the program prescribed process will be initiated. Difficulties or activities detrimental to success may include, but are not limited to, distressed grades, test anxiety, tardiness, absence, lack of classroom participation, tardy or unfinished assignments, failure to do the assigned readings, and/or conduct unbecoming a potential future corrections/ law enforcement officer.
3. The faculty person will document their observations and make an appointment with the student to discuss the observations and the negative impact it has on their success.
4. If the faculty person continues to make these observations they will document those observations and complete a referral form to the program counselor.
5. The counselor will coordinate a time where the counselor, student, faculty person and associate dean may meet to discuss the referral. An action plan will be developed and unanimously approved. The student and other supportive individuals will then carry out the plan.



CORRECTIONS /LAW ENFORCEMENT
PRESCRIBED STUDENT SUCCESS PROCESS-CONTINUED

6. The faculty person should frequently check with the student as to the progress and workability of the plan.

7. If the student continues to experience difficulties, the faculty person shall initiate another referral to Student Affairs. The counselor will then coordinate a meeting with the counselor, student and associate dean. The results of the meeting will determine the course of action or inaction.



CORRECTIONS /LAW ENFORCEMENT
GRIEVANCE PROCEDURE

If a student wishes to register a grievance relevant to the corrections/law enforcement program the following process shall be followed.

1. The grievance shall be presented to a faculty person, in written format. If the student does not feel comfortable presenting that written grievance to faculty, it may be presented to the associate dean.
2. The student shall be interviewed by faculty/associate dean to clarify all of the issues.
3. If necessary, all stakeholders shall meet to discuss the grievance. An action plan will be developed and agreed upon by all stakeholders.
4. If the complainant does not feel the action plan is working, then they shall document their rationale in writing and forward that to the program associate dean, if a faculty person helped to develop the plan, or to the division dean, if the associate dean help to develop the plan.
5. The associate dean or division dean will interview the stakeholders and determine what course of action to take.
6. If the complainant does not feel the associate dean or division dean satisfied their grievance, then they need to refer to the “Appeal Processes” portion of the MSTC Student Handbook.



DISTRICT ACADEMIC HONESTY STANDARDS

The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.

STUDENTS WITH DISABILITIES PROCEDURES

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan



AMERICAN DISABILITIES ACT (ADA) STATEMENT

If you know that you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. In order to qualify for these accommodations, there must be written documentation from a medical disability specialist describing your disabilities. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan.

PERSONAL SAFETY

In order to maintain student and staff safety, students are requested to inform faculty if there are any domestic or other situations that college staff should be aware of which would jeopardize anyone's well-being. If any student has a current restraining order which identifies MSTC facility locations as being protected areas (including off-campus course-related sites), it is imperative that the requirements as outlined under "Restraining Orders" in the Student Handbook be followed.

Please note that, in compliance with the Family Educational Rights and Privacy Act (FERPA), MSTC may release directory information without student consent: student name, address, email address, telephone number, date and place of birth, major fields of study, dates of enrollment, degrees and awards received, educational institutions attended, and other similar information as defined by the institution. Anyone NOT wanting disclosure of directory information must complete and sign a form available in any MSTC Student Affairs Office or in the office of the MSTC Student Records Manager on the Wisconsin Rapids campus.

w/faculty and support/program orientation handbooks/personal safety 9-04



MSTC Law Enforcement Program

COURSE NUMBERING INFORMATION

Corrections/Law Enforcement CORE courses all begin with a 504 number. Core courses require a grade in the C range or better for certification track.

504	-000
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General Education courses begin with an 800 number. There are seven General Education courses required in your program.

801	-000
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804	-000
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809	-000
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Welcome!

If there is anything the staff of the Criminal Justice Department can do to improve your educational experience just let us know. We are pleased to have this opportunity.